



CORR-CONSTRUCTION FOREMAN

CHARACTERISTICS OF WORK:

This work entails responsibility for organizing an inmate work force, training and supervising inmates in the construction of buildings and other physical structures. Incumbents screen inmates for skill trades, organize and plan construction groups, and supervise the work on a daily basis. Work includes coordination with engineers, architects, and material suppliers as well as drawing, reading, and interpreting blueprints, materials lists, and other related documents. Supervision is exercised over subordinate employee craftsmen as well as inmates.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from a four-year college or university in Engineering, Architecture, or a directly related field;

AND

Experience:

Four (4) years of experience in commercial construction or commercial contracting.

OR

Education:

A Bachelor's Degree from a four-year college or university in Engineering, Architecture, or a directly related field;

AND

Experience:

Five (5) years of work experience in commercial construction or commercial contracting.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Nine (9) years of experience in commercial construction or commercial contracting.

Licensure:

Incumbent is required to have a Commercial Driver's License.

Substitution Statement:

Above graduation from a standard four-year high school or equivalent (GED), directly related education and directly related experience may be substituted on an equal basis.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; sit; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below

each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Administration and Management: Plans, coordinates, and executes business functions, resource allocation, and production.

Coordinates implementation of construction buildings and related facilities. Directs, plans, and controls work of subordinate construction craftsmen and inmates. Coordinates work with engineers, architects, and material suppliers.

Building and Construction: Possesses knowledge of materials, methods, and the tools involved in the construction or repair of objects, buildings, or other structures.

Trains and supervises inmates in the construction of buildings and other physical structures.

Production and Processing: Possesses knowledge of inputs and outputs, raw materials, quality control, maintaining inventory, and techniques for maximizing the construction of buildings and structures.

Prepares itemized lists of materials, purchase requisitions, time sheets, and other related documents to facilitate the gathering and utilization of necessary work forces, equipment, and materials.

MANAGEMENT COMPETENCIES:

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions.

Macro Oriented: Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise.

Working Through Others: Supports, motivates, and is an advocate for staff.

Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

Results Oriented: Plans effectively to achieve or exceed goals; sets and meets deadlines.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Coordinates implementation of construction buildings and related facilities.
2. Supervises and maintains efficient workforce.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Coordinates with engineers and architects to plan construction of prison facilities and to support physical plants.

Directs, plans, and controls work of subordinate construction craftsmen and inmates.

Reads, interprets, and may draw blueprints, materials lists, and other related information to implement and control construction of buildings and related facilities.

Prepares itemized lists of materials, purchase requisitions, time sheets, and other related documents to facilitate the gathering and utilization of necessary work forces, equipment, and materials.

Screens records of inmates to determine suitability for a construction work force.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.